



LAVAL
VIRTUAL

| WORLDS

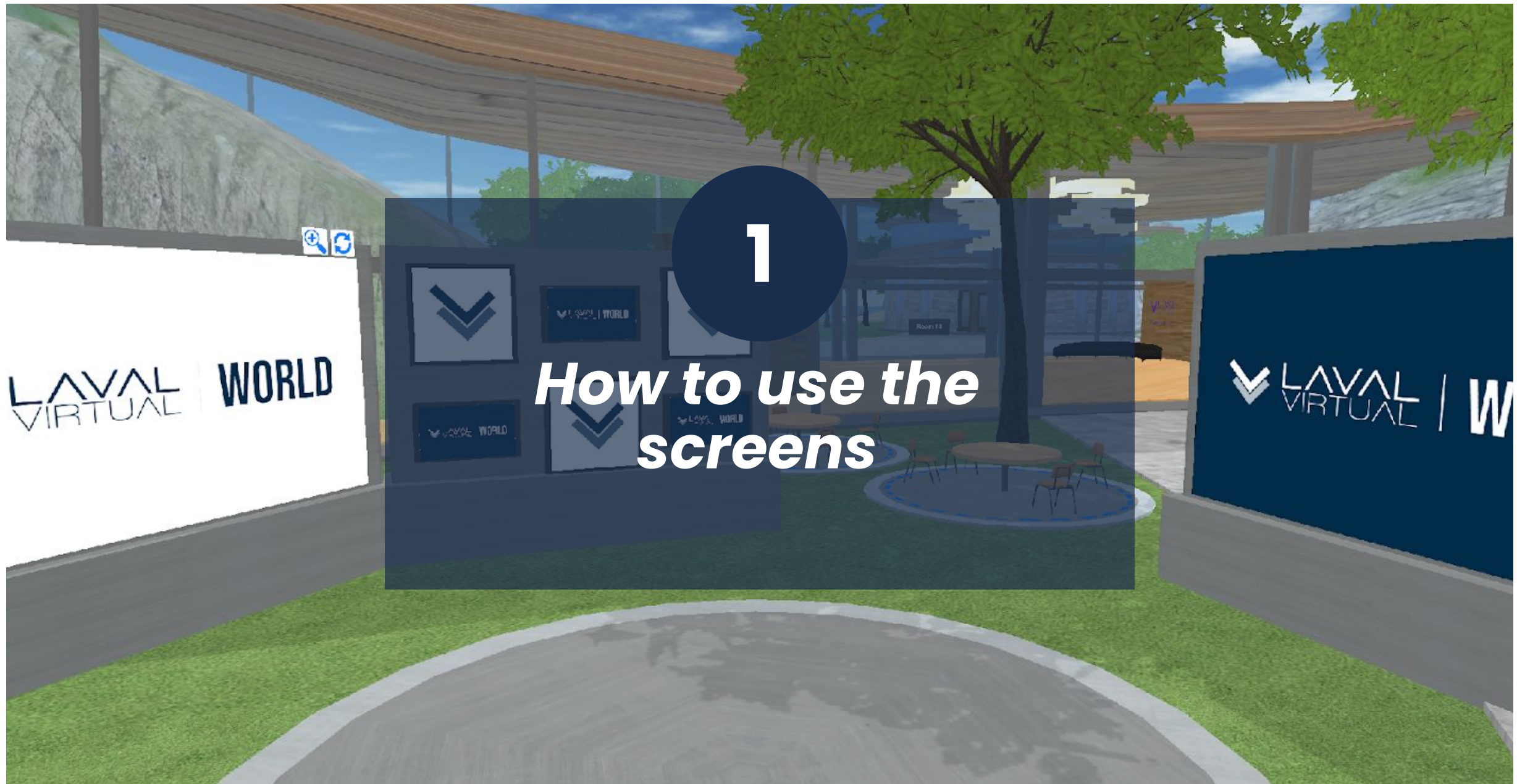
APPENDIX – SPEAKERS

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Appendix - Speakers

1. HOW TO USE THE SCREENS

2. INTERACTING WITH YOUR AVATAR



/ SCREENS

The screens are web browsers. It is possible to download a file of format .pptx, .ppt, .pdf, .jpg, .gif, .png and .txt (**in the limit of 15Mb or 2000px wide**) or insert a link to a website.

The screens are identifiable to all users but can only be edited by a moderator (in the exception of meeting rooms).

Get close to a screen and right click it. In the lower right corner of your screen will pop up a window “Presentation Tool” or simply a URL bar.

a. Click the download icon to choose a file to display.

To avoid overloading the server, please copy the link generated in the url bar after the download. You may paste it to display the same file in order screens.



/ SCREENS

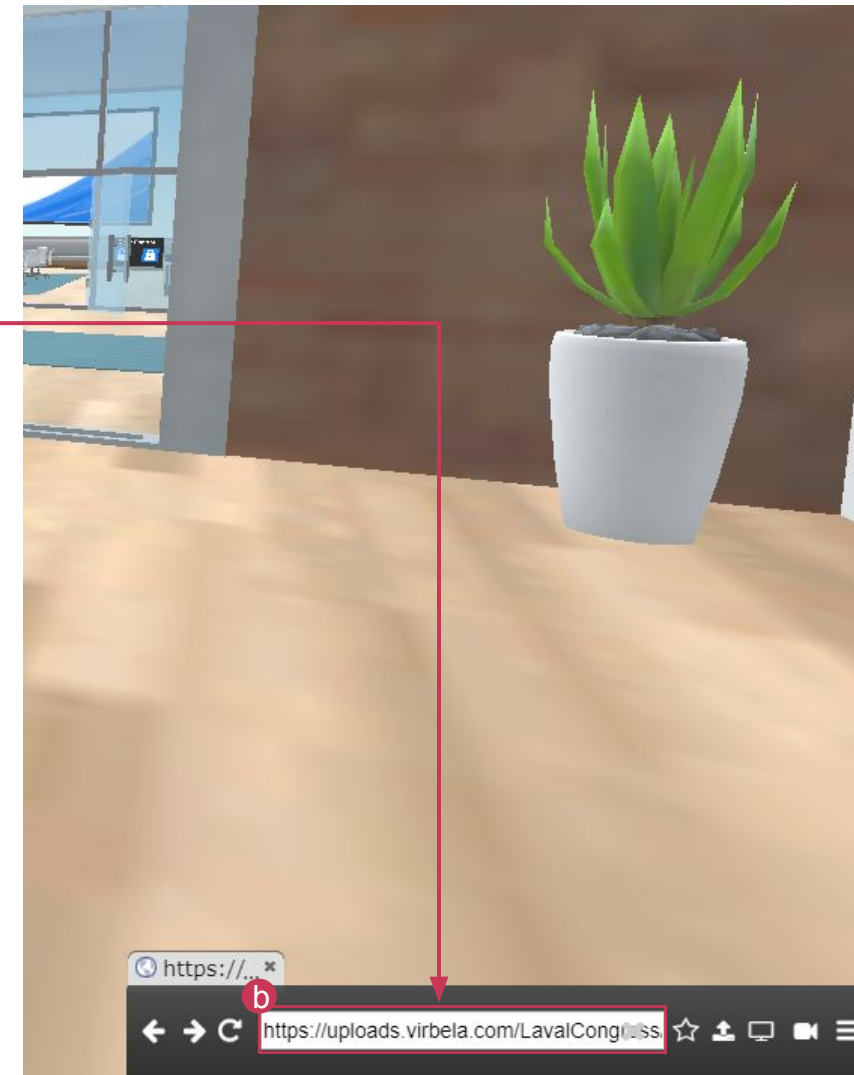
b. You can **paste a link towards a website in the url**. The screens being web browsers, users which do not meet the status of moderator cannot navigate on the webpage.

Only the home screen will be available to them. If you wish to share a link to a video, only the users with a moderator status would be able to click play.

What appears on the screen is linked to your own web browser. If you click “Play” the video will not be played to the other users but only to you. The same is applicable for a webpage.

i The only video hosting platform available on VIRBELA is Youtube.

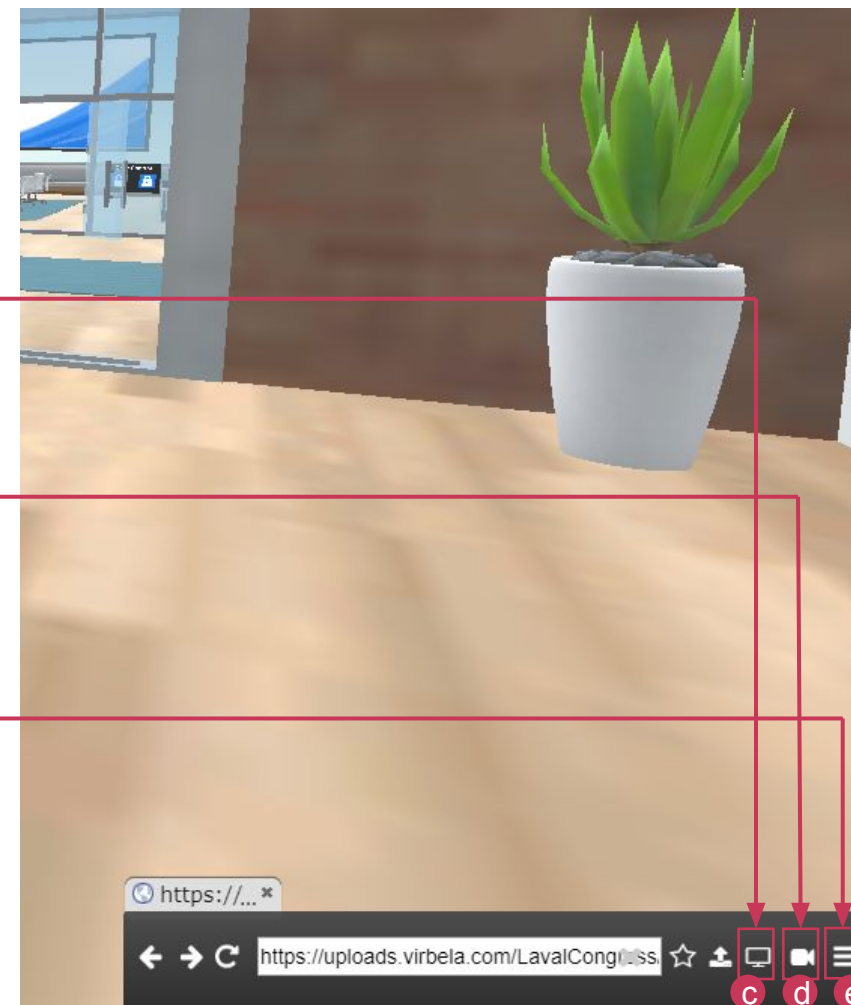
In meeting rooms, all users no matter their status have access to screens and can edit them. They can play videos or surf the web at their own pace. However, there is no syncing between the browser of users.



/ SCREENS

Several other functionalities are available to you:

- c. **Share your screen:** click the corresponding icon. You will then share your entire screen as it is not possible to single out a single file or tab.
- d. **Share your webcam:** click the corresponding icon.
- e. **In the Meeting Rooms,** in order to stop users from editing the screens during a presentation, the speaker can click the option icon then click “**Take Ownership**”. By doing so, he locks access to the screen to himself. This is especially useful should the presentation be in pdf or pptx format in order to have control of the slides.





2

Interacting with your avatar



/ INTERACTING WITH YOUR AVATAR



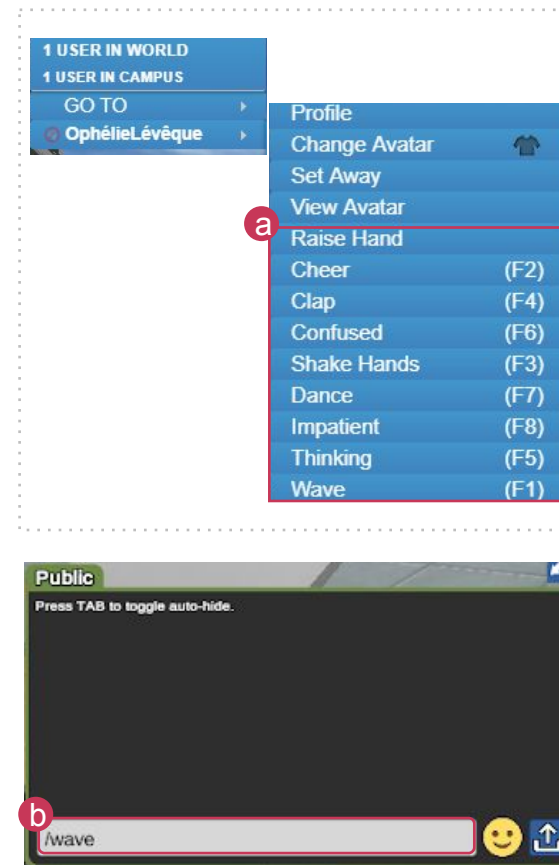
During your conference, you may **interact with your avatar** in order to make the talk more dynamic:

- a.** Discover the different animations available to you by clicking your name then “*cheers*”, “*clap*”, “*confused*”, etc. and watch your avatar’s reaction.

Tip: Try to remember a few keyboard shortcuts in order to react more spontaneously.

- b.** You may also use the public chat for interactions.

Type “/” followed by the name of the desired action. (for example /wave)





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